

Clerical and Office Branch  
Office Supervision and Customer Service Group  
Police Series

**POLICE RECORDS UNIT SUPERVISOR**

12/92

*Summary*

Under general direction, supervises clerical functions and activities within a unit of Police Identification and Records section, or other section, and performs related work as required.

*Typical Duties*

Supervises the activities of a unit(s) within Police Identification and Records section or other Police section; trains and evaluates assigned personnel in the encoding, entry, verification and retrieval of data from records and reports; prepares functional and operational reports as required; performs detailed checking and editing to assure that statistical data is accurate; develops and revises data entry and coding procedures, document formats and operating manuals; trains police personnel in topics related to police record-keeping system; coordinates the maintenance and repair of section equipment.

Assures confidentiality of records in compliance with Texas Open Records Act, Texas Criminal Laws, Texas Family Code, Texas Motor Vehicle Laws and applicable federal statute; responds to subpoenas, produces required records gives depositions; supervises the filing of police reports and statements; performs a variety of complex clerical work as assigned.

Enforces personnel rules and regulations, standards of conduct and work attendance; complies with and enforces departmental policies, procedures, rules and regulations; plans, assigns and reviews the work of assigned personnel and evaluates their performance; interviews job applicants and recommends selection; oversees the operation and condition of assigned equipment such as computer terminals, micro-filming equipment, cameras, etc.; requisitions supplies as required; meets with assigned personnel to discuss problems and their solution; develops and delivers training to personnel as needed.

*Minimum Qualifications*

Training and Experience: Graduation from high school or G.E.D. and four years experience in automated law enforcement record keeping including one year of experience comparable to a Police Record Specialist III; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, practices and procedures of law enforcement record keeping; considerable knowledge of operation and functions of identification and records units; considerable knowledge of rules and regulations governing the release of information from police records; considerable knowledge of coding procedures and police terminology; good knowledge of business English, spelling, and arithmetic; good knowledge of the operation of automated data processing systems; good knowledge of voice transcribing equipment; some knowledge of supervisory practices and procedures.

Ability to plan, assign, coordinate and supervise the work of assigned personnel; ability to train; and evaluate the work assigned personnel; ability to make sound decisions; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to prepare reports and maintain records.

*Special Requirements:* Must be willing to perform shift work; must pass a rigorous background investigation.

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Director of Personnel

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Department Head